

**FAQ's**  
**Amendment 1**  
**September 30, 2013**

The RFP is hereby amended to reflect the responses to inquiries submitted within the required timeframe.

**Question 1: *Please detail scheduling for the entire project?***

**Response:** The scheduling for the entire project has not been fully determined at this time. However, the State of Connecticut is committed to and working toward providing relief to affected Connecticut residents at the earliest possible date. Future scheduling will be determined based on the speed of relief delivery as well as the availability of funding.

**Question 2: *Section IV – Fee Schedule: DOH has received multiple inquiries regarding the computation of hourly fees and the difficulty thereof due to the varying levels of expertise required to perform different tasks. These inquiries also requested that we outline the manner in which reimbursable expenses should be proposed.***

**Response:** Section IV is hereby amended as follows: In Paragraph 1, add, “Please provide separate hourly fees for all required disciplines necessary to meet all RFP requirements. Although the state has outlined anticipated fields of expertise, bidders should itemize each type of service proposed and the corresponding hourly rate using their expertise in determining necessary disciplines. Additionally, please provide separate line items for all proposed reimbursable expenses.”

**Question 3: *What level of info needs to be provided in the proposal for any sub consultants proposed to be used as part of the team?***

**Response:** Please refer to Section V Award Criteria in the RFP. Proposals must demonstrate that all qualifications described in the RFP are being met or exceeded by the bidder or the bidder’s team, including subcontractors, in order to be considered under this Request. Bidders are not required to list every anticipated subcontractor, only those that are needed to meet the eligibility requirements of the RFP.

**Question 4: *Section III - Respondent Qualifications: Does each sub consultant need to submit a Sub Contractor Certification?***

**Response:** Only those that are being proposed to meet the qualifications of the Request. The certification is Exhibit C to the RFP.

**Question 5: *Section III – Respondent Qualifications: Does the state require an entire qualification package with resumes for each sub consultant that we use?***

**Response:** Please refer to the State’s Response under Item 3 above.

**Question 6: *Section III – Respondent Qualifications: Does each sub consultant have to supply licenses, certificates of insurance, EEO forms, etc?***

**Response:** Prior to the execution of any contract pursuant to this RFP, all such certifications must be provided. For purposes of responding to this Request, subcontractor’s qualifications and certifications are warranted to be valid and complete by the bidder.

**Question 7: *Section III – Respondent Qualifications: Do you need tax returns for each sub consultant?***

**Response:** No, however, these documents must be available for review by the state upon request.

**Question 8:** *Section IV - Fee Schedule: The RFP doesn't address reimbursable expenses. Are we expected to guesstimate what they could be and add dollars to our flat rates or do you plan to have us submit reimbursables as a separate cost in our fees/bills for services? Each sub consultant will have reimbursables as well as the prime consultant.*

**Response:** Please refer to the State's Response under Item 2 above.

**Question 9:** *Section IV – Fee Schedule: How will fees be determined? Most projects will require similar services regardless of the size.*

**Response:** Fees paid will be based on actual hours worked multiplied by the applicable hourly rate(s).

**Question 10:** *Section IV – Fee Schedule: How we will bill out our services. Do we bill on an hourly basis, flat fee, a combination of hourly with a not to exceed limit, or some other way?*

**Response:** All billing shall be on an hourly basis. The state may audit such invoices to identify any items that could be deemed excessive. Based on this auditing experience, the state may impose 'not to exceed' requirements. Until such determination is made, the state will work closely with each consultant to assure that all charges are reasonable and customary.

**Question 11:** *Do we include pages 12, 13, 15, 16, and 17 in our responses? They address various things so if they are included, do they go together or should they be separated into the category that they go into?*

**Response:** Please see the specific instructions contained on the listed pages.

**Question 12:** *How long do you expect the process to contract with the Architects and Engineering firms to take?*

**Response:** Closing date for proposals has been extended to Wednesday, October 9, 2013 before 4pm. DOH will review proposals over the following two weeks with response letters anticipated to be out on Wednesday, October 23, 2013. DOH expects to negotiate quickly.

**Question 13:** *Are you, DOH Team, ready to proceed?*

**Response:** Yes, we are already accepting applications online and will have intake centers in place before the end of October. All complete applications will be reviewed by the DOH Grants and Contracts Specialists to determine owner's eligibility

**Question 14:** *Can we perform the environmental review and begin creating plans at the same time?*

**Response:** No. Plans can be initiated once the environmental review process has been completed, unless the plans are part of the environmental clearance.

**Question 15:** *What if the structure is deemed unsound and we can't enter the building?*

**Response:** That project would be deemed a Demolition and Reconstruction project and treated as such.

**Question 16:** *What is the list of environmental hazards?*

**Response:** Everything contained in Part 58, Environmental Standards. Owner may not know about Underground Storage Tanks (UST) or other hazards, but it is paramount that the consultant perform due diligence regarding all hazards.

**Question 17:** *What if the project requires more than \$150,000?*

**Response:** The total cost of many projects will significantly exceed the \$150,000 available through CDBG-DR. Total project cost would include the use of funds from ALL sources, including NFIP, private insurance, FEMA assistance, private foundation assistance, homeowner

contribution, etc. The CDBG-DR cost is capped at \$150,000; there is no cap on the total project cost.

In certain cases, owners may wish to include options that are not covered by CDBG-DR funding. This is permissible only when that property owner provides personal funding for the options.

**Question 18:** *If a property was ADA compliant, must the new or rehabilitated building also be ADA compliant?*

**Response:** If there is a tenant of the property that requires ADA compliance, yes, the property must meet current ADA standards. If there is no such tenant, it is the decision of the owner to determine if he/she wants to provide ADA features within available funds.

**Question 19:** *What is the timeline for the entire process under the CDBG-DR program?*

**Response:** The current total timeline for CDBG-DR funds is that all funds allocated must be expended on or before March 2019. However, individual allotments, as drawn down from the federal grant system, have a two year expenditure limit. Currently, the first \$15,000,000.00 has been allotted, and the two year clock is running on those funds.

**Question 20:** *Will the contracts be split between Architectural, Engineering and Construction Administration?*

**Response:** No, DOH is looking for Prime Consultants as detailed in the RFP.

**Question 21:** *May a firm bid strictly on the estimating and Construction Management portion of the contract?*

**Response:** At this time we are not accepting separate proposals for the separate required disciplines as we feel that such procurements would delay our goal to provide necessary funding to affected residents at the earliest time possible.

**Question 22:** *Will DOH extend the deadline for proposals?*

**Response:** Yes, the deadline for proposals to be delivered to DOH has been extended until **4:00 PM EDT on Wednesday, October 9, 2013**. All other delivery requirements in Section IX of the RFP remain unchanged.